



**Policy Guidelines and Application Requirements for:**

- **Master's to PhD Extension Requests**
- **Master's to Specialized Extension Requests**
- **Bachelor's to Master's Extension Requests**

**Policy Notes Applicable for all MA to PhD, MA to Specialized, and BA to MA:**

- Upon receipt of an approval decree from the Ministry, CBIE will reinstate the student's tuition and insurance benefits, as per the effective date on the decree. However, MLA cannot be paid until the Ministry adds the student to the quarterly MLA lists.
- Students who chose to enroll in studies prior to the effective date on the decree are fully responsible for any tuition fees incurred.
- Students who are approved for an extension are not eligible to receive a 2nd computer allowance; however, students are entitled to additional book allowances at the new level of study.

**MA to PhD Extension Eligibility:**

Effective August 17, 2012, primary students may apply for an extension from the Master's to PhD level if they meet the following criteria, as established by the Ministry of Higher Education:

- Must be a university staff member/teaching faculty in Libya.
- Must have completed their Master's degree successfully.

For students who meet the above criteria and who are still in North America, CBIE will submit the Master's to PhD extension request to the Ministry. (CBIE is not able to submit Master's to PhD extension requests for students who do not meet the above criteria.) Students who have closed their files with CBIE and who have returned to Libya are still eligible to apply for a Master's to PhD extension directly with the Ministry, as long as their file with the Ministry is still open.

**Eligible students must submit to their Academic Manager the following documents:**

- Letter from the student (in English and in Arabic) requesting an extension from one level to the next.
- A final official transcript from the recently completed degree program.
- A copy of the official Diploma for the recently completed degree program. (In cases where the diploma is not yet available, students must submit a letter from the university, on university letterhead, clearly stating the date that the degree requirements were met and the graduation/convocation date.)
- Letter of Acceptance into the new program/degree level, and/or letter from university supervisor confirming willingness to supervise the student in the new degree program, signed and printed on university letterhead
- For Master's to Specialized and Master's to PhD, a letter from the nominating institution in Libya approving student for the new degree level. (If the original institution is now dissolved/no longer exists, student should indicate this in his/her English/Arabic letter.)

As soon as all of the above-mentioned documents are gathered, students should forward them to their CBIE Academic Manager, along with the CBIE application found on Page 2 of this form, for review and preparation of an official request to the Ministry of Higher Education.

**Please complete the form on Page 2.....**

**Type of Extension Requested**

**Master's to PhD Extension Requests**  
**Master's to Specialized Extension Requests**  
**Bachelor's to Master's Extension Requests**

**Student Name:** \_\_\_\_\_ **CBIE Student Number:** \_\_\_\_\_

**Name of Institution in Libya where Student was previously employed, if applicable:**

\_\_\_\_\_

**Scholarship History for Original Scholarship Program:** *Please list the details of your scholarship history.*

Decree #	Degree Level	Program of Study	Start Date	End Date	# of Months

**Academic History:** *In chronological order (beginning with ESL if applicable), please list separately the ESL and academic studies. If your scholarship was on hold, please indicate those dates as well.*

Degree	Name of Institution	Program of Study	Start Date	End Date	# of Months
ESL, if applicable					
Bachelor's					
Master's, if applicable					
Scholarship Freeze Periods, if applicable	n/a	n/a			

Thesis/ Research Topic for the recently completed degree, if applicable:

\_\_\_\_\_

University Supervisor's Name, Title, Phone, and Email for the recently completed degree:

\_\_\_\_\_

**Proposed New Program Information:** *Please list the details of your future studies.*

Name of Institution	Degree Level & Program	Start Date	End Date	# of Months

Thesis/ Research Topic for the proposed new degree, if available:

\_\_\_\_\_

University Supervisor's Name, Title, Phone, and Email for the proposed new degree, if available:

\_\_\_\_\_

By signing below, I confirm that the above information is accurate, to the best of my knowledge. I also confirm that I meet the requirements listed on Page 1. I have attached all the supporting documentation required for CBIE and the Ministry's review. I understand that if I do not meet the requirements listed on Page 1, CBIE is not permitted to submit my request to the Ministry.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date